



Quotation Form

Request For Consultancy Services: **The Woollahra Children, Youth & Families Strategy 2023 - 2028**

Woollahra Council is seeking proposals from suitably qualified consultants to develop a five-year Children, Youth & Families Strategy for the Woollahra Local Government Area. The Strategy will provide a thorough understanding of the community needs, demand and distribution of services across the municipality in response to its population and demographic profile.

Through community consultation, feedback and direction, the strategy will identify any gaps in service provision, provide direction on how Council, through direct service provision, partnership and/ or advocacy can work to improve the lives and wellbeing of children, young people and their families across the Woollahra LGA. The Strategy will result in the development of an action plan that will prioritise strategies and actions for implementation over the coming five-year period, 2023-2028.

Council is looking for the successful consultancy to:

- Review Council's existing literature and reports as well as key relevant Government policies and documents that will have an impact on the development of the Strategy's action plan.
- Review and map the delivery of local existing services and programs across the Woollahra LGA which are provided to children, young people and their families to ensure that existing and emerging needs are being effectively met;
- Undertake a community consultation program to gain a better understanding and feedback of local community requirements in addition to using Council's 'Your Say' page.
- Consider the costs, quality and efficiency of the Council's existing services and programs for the target demographics, and whether the current modes of delivery are appropriate to meet the community's needs.
- Develop a five-year action plan with clear strategies, deliverables and their resource implications.

The Strategy should be consistent with Council's commitment to:

- Align service delivery with the needs of the community;
- Increase Council's visibility and profile in providing for children, young people and families in Woollahra Local Government Area;
- Flexibility and agility in responding to the changing needs of the community;
- Deliver a good and positive end-to-end customer experience;
- Increase efficiencies within limited resources and identify new and emerging ways of supporting the community; and
- Link closely with Council's 2032 Community Strategic Plan and Social and Cultural Plan, 2018-2030.

Section 1: Conditions of Quotation

1.0 CONTACT OFFICER

Quoters should direct all questions during preparation of a response to:

Contact Name:	Maya Jankovic
Position:	Coordinator, Community & Culture
Woollahra Municipal Council	
Tel:	(02) 9391 7000 or 9391 7135
Fax: (02)	NA
Mobile:	
Email:	maya.jankovic@woollahra.nsw.gov.au

1.1 LODGEMENT OF QUOTATIONS

Quotations must be lodged via e-mail prior to the closing date and time below:

Woollahra Municipal Council	
Department:	Community and Culture
Attention:	Maya Jankovic, Coordinator Community & Culture
E-mail address:	records@woollahra.nsw.gov.au
The closing date and time is:	Wednesday 14 June 2023 at 2.00pm

Only Quotations received by the closing date and time will be accepted. Late quotations will not be considered. The quotation form must be signed.

Council reserves the right not to consider quotations which do not satisfy the specifications provided or conditions of quoting.

Quotations submitted by Quoters must be complete and must include responses to all details required in the Quotation. In electronically providing those detail, Quoters must not in any way change or edit the structure or drafting of the required details or declarations in the Quotation Document/s.

1.2 QUOTATION VALIDITY

All quoters shall hold their total offer for a minimum period of 90 days from the closing date of quotations.

1.3 QUOTERS TO INFORM THEMSELVES

In submitting a quotation you are deemed to have:

- (a) Examined the quotation documents and any other information made available in writing by Woollahra Municipal Council for the purpose of the quotation.

- (b) Examined all information relevant to the risk, contingencies and other circumstances having an effect on their quotation and which may be obtained by making reasonable enquiries.
- (c) Agreed not to contact or discuss any aspect of this quotation with any interested party/parties within Council, except for the Contact Officer, until after the letting of the agreement.
- (d) Satisfied themselves as to the correctness and sufficiency of their quotation and that their quoted prices cover the costs of complying with the specifications provided and of all matters and things necessary for the due and proper provision of goods or performance and completion of the service described in the quotation documents.
- (e) Examined and will abide by the requirements of the Council's Code of Conduct Guide for Contractors, Consultants and Suppliers available on Council's website or contacting Council's Contact Officer.

1.4 SELECTION CRITERIA

Council will evaluate the quotes received, and select the appropriate consultant that provides Council with overall best value for money.

The determining factors in this decision will be:

- Expertise of the individual staff allocated to the project in this space and their relevant experience and qualifications
- Value for money
- Consultancies demonstrated experience in completing similar reviews
- Project and consultation methodology

1.5 QUOTATION CLARIFICATION

Whilst Woollahra Council has taken every effort to ensure the accuracy of information provided in this Quotation Document, it is the responsibility of the Quoter to ensure that any errors in the document are referred back to the Contact Officer. Should the Quoter find any discrepancy, error or omission in the documents, the Quoter should seek clarification from the Contact Officer before the closing date.

Requests for clarification should be in writing, including email, and will be responded to in writing.

Council may request in writing further information on any aspect of the quotations received and response should be in writing.

1.6 NOTIFICATION OF SELECTION OF SUCCESSFUL CONTRACTOR / SUPPLIER

A Council Purchase Order will be issued, together with the contract attached in section 3 of this document.

1.7 QUOTATION PRICES

Contractors/Suppliers must complete the pricing schedule in Section 3 – Quotation Response.

Prices are to be quoted in Australian dollars exclusive of Goods and Services Tax (GST) and must be complying with the quotation specification.

Prices submitted are to be firm for 90 days. Any variation to this must be clearly documented.

1.8 MATTERS AFFECTING QUOTATIONS

1.8.1 Probity

By lodgment of this quotation, the quoter affirms that it has not given, offered to give, nor intends to give at any time any inducement or reward (including any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favour or service) to any employee of the Council, in connection with the submitted quotation. If a quoter is found to have offered any inducement or reward as outlined above, or is found to have committed corrupt conduct as defined in the Independent Commission Against Corruption Act, 1988, the quoter shall be disqualified, with any resulting contract terminated.

1.8.2 Collusive Tendering

Quoters should be aware that collusive tendering is prohibited under the Trade Practices Act, 1974. Any evidence of collusive tendering will be referred to the Australian Competition and Consumer Commission.

1.8.3 Access to Information

The Government Information (Public Access) Act 2009 provides that there is a presumption in favour of the disclosure of Council information unless there is an overriding public interest against disclosure. Parties intending to respond to Council's "Request for Quotation" need to be aware that information submitted to Council including prices, may be reported to Council and may be available to members of the public in accordance with the provisions of the Government Information (Public Access) Act 2009

1.8.4 Commitment to Environmental Sustainability

Woollahra Municipal Council has an obligation under legislation to consider all aspects of environmental sustainability prior to making purchasing decisions. We are therefore keen to develop strategies with suppliers to achieve the best possible environmental outcomes, in a similar fashion to Council practices for achieving desired economic outcomes. Woollahra Council encourages suppliers to develop and implement environmentally responsible initiatives in supplying the required product.

Environmental impact considerations such as air and water quality, use of recycled materials, waste minimisation controls and documented evidence of an environmental policy may form part of the evaluation.

Section 2: Conditions of Contract

2. CONSULTANT'S OBLIGATIONS

2.1 Due Diligence

The Consultant must undertake the project with due diligence and with all necessary skill and care to a high professional standard and, in accordance, with the Brief and the proposal.

2.2 Timely Provision of Services

The Consultant must perform the Services expeditiously and in accordance with the time limits if any specified in the Brief and the Proposal, and in accordance with all reasonable directions and requirements of the project supervisor.

2.3 Council's Materials

- (a) The Consultant accepts all responsibility for the secure guardianship of Council's Materials provided by the Council to the Consultant.
- (b) Upon completion of this Agreement or in the event of termination, the Consultant must as soon as practicable return to the Council the Council's Materials and the Contract Material.

2.4 Confidentiality

The Consultant must not without the prior written consent of the Council disclose any information in connection with the project or this Agreement to any person not a party to this Agreement other than:

- (a) as necessary to perform the Services, or
- (b) with respect to any matter already within public knowledge and it is agreed that this obligation survives completion or termination.

The Consultant shall not make verbal or written statements of any description to the media or to any person associated with such organisations in connection with any work undertaken under this Agreement.

2.5 Sub-contracting

The Consultant shall retain the structure and management of the Consultant team nominated in the proposal and must not otherwise assign or sub-contract any part of the project without the prior written consent of the Council's Project supervisor.

2.6 Statutory Requirements

Without limiting the generality of any other provision of this Agreement the Consultant must ensure that all work done in connection with the project complies with all applicable legislation, regulations, codes of conduct and all relevant Australian standards applicable to the project.

2.7 Conflict of Interest

- (a) The Consultant warrants that it has no conflict of interest in the performance of the project at the date of this Agreement.
- (b) Immediately upon becoming aware of the existence, or possibility of a conflict of interest affecting the Consultant, the Consultant must advise the Council in writing, in which event the Council reserves its rights as outlined in section 3 of Schedule 3.

2.8 Access to Consultant

The Consultant must upon reasonable notice from the Council provide access to the Consultant in order for the Council to inspect, discuss or assess the provision of the Services.

3. COUNCIL'S OBLIGATIONS

3.1 Provide Information

The Council will as soon as practicable, or as required by this Agreement, make available to the Consultant all relevant instructions, information, documentation or data or any other material as required for the project to be undertaken.

4. FEES

The Council will pay the consultants Fee in accordance with the Annexure, subject to the conditions of this Agreement.

In its submission, the Consultant is required to provide a detailed breakdown of the fees to be allocated to particular tasks and/or stages of the project.

Hourly rates for nominated personnel must be provided including proposed level of individual involvement throughout the project. Disbursements likely to be incurred throughout the project are also to be identified.

5. VARIATIONS

5.1 Request

The Council may request (in writing) the Consultant to vary the project, provided the variation is within the general scope of the project.

5.2 Variation of Fees

Fees for varied services shall be as agreed in writing between the parties.

6. COPYRIGHT AND INTELLECTUAL PROPERTY

6.1 Ownership

- (a) Subject to Clause 6.1(b), ownership of Intellectual Property in or in relation to Contract Material vests upon its creation in the Council. The Consultant must, upon request by the

Council, do all things necessary to vest ownership and title of Intellectual Property in the Council.

- (b) If ownership of or title in Intellectual Property in relation to Contract Material is not capable of being vested in the Council under Clause 6.1(a) because the Consultant itself does not own that Intellectual Property, the Consultant must at its cost ensure that the Council is suitably and irrevocably licensed to use that Contract Material or that Intellectual Property.
- (c) The Consultant must ensure all licence fees and/or consents required under law are paid and/or obtained in connection with any reproduction, adaption or use of any Intellectual Property or Contract Material necessary in carrying out the project.

6.2 Delivery of Contract Material

- (a) Subject to the terms of the Consultancy Brief on, or as soon as practicable after, the expiration or earlier termination of this Agreement, the Consultant must deliver to the Council all Contract Material and all the Council's Materials.
- (b) Clause 6.2(a) does not operate to prevent the Consultant from keeping a bona fide copy of the Contract Material for its own records.

7. INDEMNITY

The Consultant will indemnify and keep indemnified the Council from and against all actions, claims, costs, expenses and damages (including all legal costs) in respect of:

- (a) loss of or damage to property of any kind of the Council, or damage of any kind suffered by the Council, or
- (b) personal injury to any person or loss of or damage to any property, arising out of or by reason of anything done or not done by the Consultant in respect of the project.

8. INSURANCE

8.1 Professional Indemnity Insurance

The Consultant must hold or obtain and hold and maintain a policy of professional liability and indemnity insurance with an insurer for an amount and in terms approved by the Council (which approval will not be unreasonably withheld) for a period from the commencement of the project until the expiration of this Agreement.

8.2 Workers' Compensation

The Consultant must ensure that an insurance policy is effected prior to commencing performance of the project and remains current for the duration of this Agreement, covering liability for loss, damage, claims, and all direct or associated costs and expenses arising at common law or under workers compensation legislation in respect of persons employed by the Consultant.

8.3 Public Liability

The Consultant must obtain a policy of public liability insurance for an amount and in terms reasonably approved by the Council prior to commencing the project and must maintain that policy for the duration of this Agreement.

8.4 Insurance

The Consultant must provide the Council with proof of all insurance required to be maintained by the Consultant under this Agreement.

9. KEEPING OF RECORDS

The Consultant must keep proper accounts, records (including information stored by computer and other devices) and time sheets in accordance with accounting principles generally applied in relevant commercial practice in respect of its charge, fees, and/or billing, and any reimbursements payable pursuant to this Agreement.

10. TERMINATION

10.1 Termination by the Council other than for Default by the Consultant

The Council may terminate the whole or any part of the project at any time, by written notice addressed to the Consultant provided that such Termination shall not expose the Council to any claim for damages by reason of that Termination.

10.2 Termination by the Council for Default by the Consultant

If the Consultant:

- (a) becomes bankrupt, or insolvent, or enters into a scheme of arrangement with its creditors
- (b) fails to carry out the project with due diligence and competence
- (c) without reasonable cause suspends the carrying out of the project, or
- (d) commits a substantial breach of this Agreement.

10.3 Termination by the Consultant

If the Council:

- (a) fails to pay the Consultant in accordance with this Agreement, or
- (b) commits a substantial breach of this Agreement.

The Consultant may forthwith terminate this Agreement by written notice addressed to the Council.

10.4 Consultant's Continuing Liability

Termination by the Council will not release the Consultant from liability in respect of any breach of, or non-performance of any obligation by the Consultant pursuant to, this Agreement.

10.5 Termination Without Prejudice

Termination of this Agreement by either party is without prejudice to any accrued rights or remedies of each party.

11. SUPERVISION AND LIAISON

The project supervisors and liaison officers (representing the Council) are:

NAME	TITLE
Patricia Occelli	Director, Community and Customer Experience
Vicki Munro	Manager, Community and Culture
Maya Jankovic	Coordinator, Community and Culture
Jamie Adams	Development Officer, Community and Culture (Children, Youth & Families)
Mary Boyd	Woollahra Preschool Director
Jody Rodas	Manager, Woollahra Libraries

The Consultant shall liaise with and report to the project supervisors as reasonably required by the project supervisors during the period of this Agreement.

12. DURATION OF THE PROJECT

TASKS	TIMEFRAME*
Brief distributed	Monday 22 May, 2023
Receipt of submissions	2.00pm Wednesday 14 June, 2023
Notified if successful	Wednesday 21 June, 2023
Project inception meeting	Tuesday 27 June, 2023
Undertake community mapping & consultations	July / August, 2023 (~ 6 weeks)
Councillor Briefing and consultation	August 2023
Draft Strategy report and recommendations provided to WMC	End August 2023
Presentation of draft Strategy to ELT	Early September, 2023
WMC to provide consultants with feedback on draft Strategy and receive final report	Mid - late September 2023

13. INCONSISTENCIES

If there are any inconsistencies between the Services to be provided and/or the terms and conditions for the project as detailed in this Agreement, the Consultancy Brief, and the Proposal, to the extent of any inconsistency, the Consultancy Brief and this Agreement will have precedence over the Proposal.

14. NOTICES

The addresses of the parties for purposes of giving any notice shall be as set out in the Schedule or as may from time to time be specified in writing between the parties.

15. GOODS AND SERVICES TAX

15.1 In this clause:

(a) “GST” means the GST as defined in the *A New Tax System (Goods and Services Tax) Act 1999* (“GST Act”)

(b) Words used in this clause which have a particular meaning in the “GST law” (as defined in the GST Act, and including legislative instruments) have the same meaning, unless the context otherwise requires.

15.2 Unless expressly included, the consideration expressed to be payable under any other clause of this Agreement for any supply made under or in connection with this Agreement does not include GST.

15.3 To the extent that any supply made under or in connection with this Agreement is a taxable supply, the GST-exclusive consideration otherwise payable for that supply is increased by an amount equal to that consideration multiplied by the rate at which GST is imposed in respect of the supply.

15.4 Each party agrees to do all things, including providing tax invoices and other documentation, that may be necessary or desirable to enable or assist the other party to claim any input tax credit, adjustment or refund in relation to any amount of GST paid or payable pursuant to any supply made under or in connection with this Agreement.

15.5 If a payment to a party under this Agreement is a payment by way of reimbursement or indemnity that is calculated by reference to the GST-inclusive amount of a loss, cost or expense incurred by that party, then the payment is to be reduced by the amount of any input tax credit to which that party is entitled in respect of that loss, cost or expense before the payment is increased for GST pursuant to clause 16.3.

Section 3: The Brief

The Woollahra Children, Youth and Families Strategy 2023 – 2028

3.1 Introduction

Council is seeking the best possible information and advice supported by thorough research and consultation to develop a new Children, Youth and Families Strategy. This five year Strategy and Action Plan aims to improve the lives and wellbeing of children, families and young people in Woollahra.

By consulting with our community and key stakeholders and reviewing existing strategies, services and programs operating within the LGA, Council aims to develop a robust strategy and action plan to meet both current and emerging community needs.

The Strategy will relate to children aged 0-12 years and young people, aged 13-25 years. Families are diverse, and all kinds of families are included in our considerations (e.g. single-parent families, blended families, couple-only families, same-sex parents, families with non-dependent children, out-of-home care [kinship care, foster care, and adoption/permanent care arrangements], etc.). It is acknowledged that the Strategy and Action Plan may have actions which cover children, youth and families.

3.2 Aims and Objectives of the Strategy

The Children, Youth And Families Strategy will:

- Review the implications of the demographic profile of the Woollahra community. Linking any strategies to be consistent with Council's 2032 Community Strategic Plan and the Social and Cultural Plan 2018-2030;
- Review Council's existing Strategies, plans and reports that may relate to the Children, Youth And Family Strategy, with the need to align strategies;
- Review other key Government policies and documentation, including surrounding Council's polices, services and programs, which may have an impact on the development of the Strategy's Action Plan;
- Undertake a community consultation program to gain a better understanding and feedback of local community requirements in addition to using Council's 'Your Say' page;
- Determine current and emerging needs of children, youth and families within the Woollahra LGA and identify any gaps in service provision. Consideration to be given to specific groups and their unique needs (i.e. cultural and ethnic groups, the LGBTQIA+ community, Aboriginal and Torres Strait Islander peoples).
- Create a comprehensive map of the services, programs and assets that exist across the LGA for the target groups (this includes community, private and government providers);
- Examine current childcare requirements and identify future demand within the Woollahra LGA;

- Consider the costs, quality and efficiency of the Council's existing services and programs for the target demographics, and whether the current modes of delivery are appropriate to meet the community's needs. This includes Woollahra Preschool, Woollahra Libraries, Council events and activities and existing partnerships with Holdsworth Community and Women's Housing Company;
- Identify new opportunities for partnerships, increased collaboration, resource sharing and ongoing community engagement;
- Provide direction and recommendations in the Strategy and Action Plan to effectively address the identified needs. The five-year action plan will consist of clear strategies, deliverables and their resource implications; and
- Be consistent with Council's commitment to :
 - Align service delivery with the needs of the community;
 - Increase Council's visibility and profile in providing for children, young people and families in Woollahra Local Government Area;
 - Flexibility and agility in responding to the changing needs of the community;
 - Deliver a good and positive end-to-end customer experience; and
 - Increase efficiencies within limited resources and identify new and emerging ways of supporting the community.

3.3 Key Statistics

- Woollahra Local Government Area has a population of approximately 53, 487 (2021 census).
- Children, youth and families (with parents aged 35-49) make up 43% of Woollahra's population.
- Of all households, 31% are households with at least one parent and a child.
- 34% of residents were born overseas (the UK and South Africa are the countries where most residents from overseas were born).
- 97% of Woollahra LGA's labour force are employed. The industries which the largest proportion of residents work in are: (1) professional, scientific and technical services; (2) financial and insurance services; (3) healthcare and social assistance.

3.4 Scope of Project Area

The project will cover the Woollahra Local Government Area taking into consideration neighbouring areas.

3.5 Background Research

Upon appointment Council Staff will provide any relevant documentation needed to undertake research including but not limited to:

- Community Strategic Plan – Woollahra 2032
- Woollahra Social and Cultural plan 2018-2030
- Woollahra Libraries Five Year Strategic Plan 2021-2026
- Community Facilities Needs Study 2019
- Play Space Strategy 2023
- Recreation Strategy 2023
- Community Satisfaction and Community Capacity Measurement Report – 2021
- Child Care Needs Study 2014
- Draft Community Engagement Strategy, 2023
- Woollahra Council Disability Inclusion Action Plan 2022 -2026

3.6 Methodology

Consultants are requested to provide an outline of the approach that will be adopted and a detailed methodology that will satisfy the aims and objectives of the Strategy and its preparation. It may be a combination of consultation techniques such as pop-ups in central locations across the LGA, surveys, focus groups, social media, workshops and the use of Council's online engagement platform ('Your Say'). The consultant team will be required, as a minimum, to analyse responses gained through this mechanism.

It is vital that children and young people are consulted directly, and so methods utilised with young people must specifically take their age and level of comprehension into account. Given this, consultants must have a current Working with Children's Check and national police check.

Each step in the methodology should be shown separately in the consultant's submission, with costings and allocated timeframes for each task to be undertaken. It is expected that research, consultation of the community, and the identification of main issues to be key stages in the proposed methodology and timeline.

Consultations and analysis of feedback with the following groups, as a minimum:

- Children, youth and families living in Woollahra LGA
- Library users
- Organisational networks (i.e. Eastern Suburbs Youth Services Network, Eastern Suburbs Domestic Violence Network, Eastern Sydney Child and Family Interagency)
- Schools, preschools and childcare providers (including OOSH and holiday care)
- Councillors and Senior staff
- Council staff
- Police
- Government and non-government service providers (e.g. social support services, counselling/psychology services, advocacy services, alcohol and other drugs services, child protection services, healthcare providers, domestic violence services, housing providers)
- Funding bodies

It is expected that a methodology be devised that is statistically valid and representative of the Woollahra community. The consultant team will be required, as a minimum, to analyse responses gained through the chosen engagement techniques and present findings in a report which also details key stakeholders, chosen engagement methods and consultation reach.

3.7 Project Timeframe and payment outline

It is expected that the project will be completed as follows:

- Stage 1: Appointment: **June 2023**
- Stage 2: Completion of Community Consultation and mapping of existing services within the LGA: **End August 2023**
- Stage 3: Completion of final strategic report: **Mid-end September 2023**

Specific dates for completion of project milestones, project meetings and timing of progress payments will be discussed at the project inception meeting and outlined in the contract between Council and the consultant.

3.8 Project Report

The project report will include outline of research, the methodology used and recommendations arising from the Strategy, namely:

- The outcomes of the Community Consultation and identified community needs;
- The outcomes of Mapping exercise;

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- The identification of the current and emerging needs of children, youth and families within the Woollahra LGA and gaps in service provision;
- The identification of current and future childcare requirements within the Woollahra LGA;
- Sustainable options and strategies to meet gaps and future needs for Children, Youth & Families with resource implications for all proposed actions in the Strategy and Action Plan.

Any recommendations made by the report must be within the Council's scope of business and operations. Council provides support to the community through Woollahra Preschool, Woollahra and Paddington Libraries, the Women's Housing project, the partnership with Holdsworth Community, competitions, grants, and regular events.

Council does not provide support services (e.g. healthcare, counselling, case management) directly to the community, but can provide grants, advertising opportunities and advocacy support to other organisations seeking to provide such care to community members.

Documents are to be supplied as follows:

Electronic copy of the draft and final reports in .pdf, MS Word format and associated data in MS Excel with the ability to be utilised for future tabulations.

The Consultant will also provide a briefing / consultation with the Executive Management Team and Council during the project – MS power point presentation to be provided.

Section 4: Quotation Response

Schedule 1 – Quotation Information

**Name Of
Contractor/Supplier:**

Address:

ABN Number:

**Quotation Price
(GST Exclusive):**

**Delivery From Time
Of Order:**

Remarks:

Contact Name:

Tel: (02):

Fax: (02):

Mobile:

Email:

Schedule 2 – Statement of Compliance

Compliance with this Quotation refers to all clauses in all Sections/Schedules and means that, where applicable:

- (a) The Quoter has noted and understood the clause
- (b) The Offer complies fully with the clause
- (c) The Quoter has provided all information requested in the clause and checklists

Compliance Declaration:

Q1. Does the Quoter comply with each and every clause in the Quotation Document?

If No, please answer Question 2

If Yes, please sign below

No

Yes

Q2. Have details of every incidence of quotation non-compliance been provided in the space below?

Yes

No

Section & Clause	Details of Non - Compliance	Reason for Non - Compliance

Quoter:

Name of Signatory:

Position:

Signature:

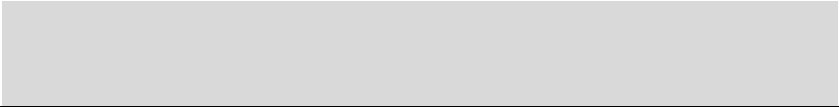
Date:

Woollahra Council will treat this quotation as an acknowledgment that the Quoter understands and accepts all relevant terms and conditions pertaining to this quotation.

- a. All necessary additional information shall be provided in the form of attachments, clearly marked with reference to each relevant section.
- b. Contractors/Suppliers are to ensure that all information required is completed and submitted with the quotation.

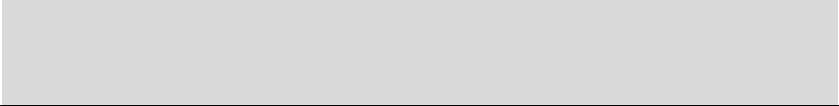
Schedule 3 – Conflict of interest Declaration

I,



(your name)


And the company I represent:




(company name)

and the company’s directors, shareholders, officers and employees:

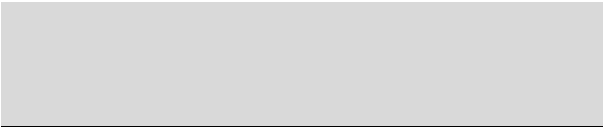
1. Have not offered, or given and will not offer or give, any financial reward or other inducement of any kind to any participating council officer and/or Councillor, with respect to any of my dealings in relation to this quotation.
2. Am not in any way connected with and do not have any actual or potential conflict of interest with any of the Council’s staff members or Councillors (whether employed on a permanent, casual or contractual basis).
3. I understand and accept that the Council reserves the right to terminate any contract, transaction or agreement that the Council may enter into with me or the above mentioned company as a result of this quotation, should it subsequently be shown that I have failed to disclose herein any matter or contravene any statement relevant to this declaration. I also accept Woollahra Council’s right to reject any future quotations from me or the above-mentioned company, if I am shown to have made any false declaration herein or otherwise.



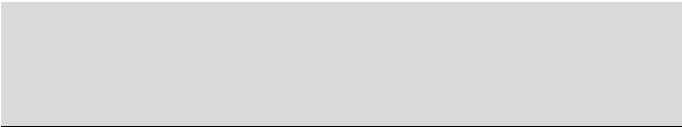
(name of person making declaration)



(name of witness)



(signature)



(signature of witness)



(date)



(date)

Schedule 4 – Additional Information

The quoter must provide details on all matters listed below unless they have been struck out by the Council’s Contact Officer as part of the quotation submission.

ADDITIONAL INFORMATION REQUIRED
Insurance Information
Public Liability Insurance up to \$20 million Professional indemnity up to \$20 million
Reference Information
List of referees
Discounts/ Rebates
Information with regards to settlement discounts, volume discounts or rebates
Past Works Information
List of similar past works

Schedule 5 – Quoter - Risk/WH&S Information

The quoter must provide details on all matters listed below unless they have been struck out by the Council’s Contact Officer as part of the quotation submission.

RISK MANAGEMENT/WH&S INFORMATION	QUOTER TO COMPLETE	
	YES	NO
Does your company have an WH&S management systems and/or action plans? <i>(If yes, supply brief details: if no, refer to Guidance Notes)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Does your company identify hazards and conduct risk assessments? <i>(If yes, supply brief details)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule 5 – Quoter - Risk/WH&S Information Continued

RISK MANAGEMENT/OH&S INFORMATION	QUOTER TO COMPLETE	
	YES	NO
Do you have appropriate first aid equipment available to your employees? <i>(If yes, supply details)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Name and address of the person preparing the plan? <i>(Supply name and address of the person who prepared the workplace health and safety plan)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Schedule 6 – Environmental Questionnaire

ENVIRONMENTAL INFORMATION	QUOTER TO COMPLETE	
	YES	NO
Does your organisation have an environmental policy or statement? <i>If yes please attach.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Is it correct that your organisation has <i>NEVER</i> been prosecuted for an environmental offence? <i>If no, please give date and details of subsequent efforts to reduce risk.</i>	<input type="checkbox"/>	<input type="checkbox"/>